

SUBJECT: Sender / User Rules for Submission of Quality OERs via E-mail Attachment
As of: 14 Sep 03

1. Purpose. To provide an alternate method of getting OERs to PERSCOM (other than U.S. mail, overnight mail, or courier) while maintaining a quality OER in an officer's Official Military Personnel File (OMPF).

2. Basic Eligibility and Parameters.

- a. For units deployed to contingency theater of operations only AND.
- b. From senders, authorized by MSE POC (process described in paragraph 3 below).
- c. Once emailed, an OER original does not come to HQDA PERSCOM. That original OER will remain in unit as a copy. If that original does come to PERSCOM after the email attachment version it will be rejected as a duplicate.

3. Sender Actions.

- a. Obtain authorization to use this program.

(1) Send email to tapcmsesr@hoffman.army.mil requesting authorization to send in email with OER attachments. Provide information listed below:

- (a) Full Name of Requestor:
- (b) Rank/Grade (mil/civ)
- (c) Email Address
- (d) DSN Telephone
- (e) DSN FAX
- (f) Office Symbol
- (g) Complete Unit Address
- (h) Alternate POC (name / grade)
- (i) Alternate POC Email
- (j) Alternate POC DSN Telephone
- (k) Confirm deployed status into theater of contingency operations: Yes / No

(2) Receive confirmation from PERSCOM before initiating email with OER attachments (test or otherwise).

(3) Run test of the upload device intended for use (i.e. scanner / digital sender) with PERSCOM (tapcmsesr@hoffman.army.mil) before initiating full throttle operations and emails. We will give comment on the quality of OER and how to improve it before any OER has to be officially processed into a rated officer's OMPF.

(4) Keep POC information up to date as personnel change on status. Send notification of POC change messages to tapcmsesr@hoffman.army.mil We will use POC

information pass information on reports that are rejected for poor quality, unable to open, unable to print, any number of other email problems - it is important.

b. Rules (once approved) for Transmitting an OER as an Email Attachment.

- (1) OERs must be in email sent to: tapcmse@hoffman.army.mil
 - This is an email inbox established SOLELY for accepting OERs by email attachment. Please do not use it for other admin questions. Use the routine (tapcmse@hoffman.army.mil) address for other questions.
- (2) OERs must be in a double sided file -- no single pages accepted.
- (3) Only 1 OER attachment per email. Email "subject" line should reflect last name of rated officer on OER. If there are multiple OERs for the same officer, add THRU dates.
- (4) OER attachment must be named by, as a minimum, last name of Rated Officer (RO). Initials may be added if several people have the same last name. Add thru dates if there are multiple OERs for the same officer.
- (5) Attachment should preferably be in .PDF or .TIFF format but can accept others if that is the only way to get it attached and processed.
- (6) Printed quality at PERSCOM must be good enough to allow the report to be scanned into and viewed through the HQDA OERS-E computer application
 - without extraneous black lines or marks
 - full sized (no shrinking) and aligned on the page (straight)
 - all edges and markings visible on edges
 - light enough background to scan properly into our system (many transmit with dark gray background)
- (7) Sender will place their signature block in the body of the email. As a minimum, type first and last name. We are using Outlook rules to auto-forward emails and will search on those criteria. Don't let others who aren't authorized use your name to forward emails. We are running a cross-check.
- (8) As with routine mail operations, OER attachment will be printed and entered into a daily, Senior Rater profiling batch based on receipt time and date of the email. (Monday's batch will catch those arriving over the weekend.) Do not put "batching" instructions in the email body - the received by date is the final say on when the report arrived at PERSCOM.

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c. Methods to Send OERs via Email Attachment.

(1) By scanner to computer, copied into email as an attachment

(2) By digital sender directly to our email address for OERs
(tapcmseer@hoffman.army.mil)

(3) By digital sender to managing computer, copied into email as an attachment.
Instructions in second attachment, SUBJECT: Use of Digital Sender to send Email with
(OER) Attachment

4. PERSCOM Actions.

a. Will not send a confirmation email upon receipt.

b. Will make a quick review of OERs for quality. Will reject attachments that do not
meet basic quality standards.

c. If OER is not administratively correct OER Processing Branch will contact the unit
and rating officials using the already established and practiced methods.

SUBJECT: Use of Digital Sender to send Email with (OER) Attachment

1. Configure the Digital Sender to send to my computer by adding users IP address to the Address Book Manager. (This is software that is provided with the HP 9100 Digital Sender and is used to add Users to the Digital Sender).
2. There is a program, also included in the HP9100 software package, called Digital Sender Link. This software is used to receive documents. On the computer that was added to the Digital Sender, configure Digital Sender Link as follows:
 - Start Digital Sender Link
 - On the "Inbox" Tab check the box called "enable receive" and enter the path to the folder you wish the documents being received to be stored in the box entitled "Path to receive Inbox"
 - On the "Desktop" Tab check the box called "automatic execution". Enter the path to the program you wish to view the Documents being received in the box called "path to target application". Enter the path to your receive inbox in the box called "Target Application Start In". Click the "advanced" button and check the box called "Start With Document File Name" in the window that pops up. Click OK. (NOTE: The "target application" that I used is Adobe Acrobat 5.0)
 - On the "Settings" Tab click "show icon on Taskbar"
 - Click "OK"
3. The "Digital Sender Link must be running to receive documents
4. Insert Documents into digital sender tray
 - Select "PC".
 - Select my computer from the list of users and press the send button.
5. If using Outlook. Go to my computer and open the receive inbox.
 - Right click on the document received and select "Send to > Mail Recipient"
 - Fill in the "to" and "subject" lines and click "send"
6. If using AKO, compose a new message, and click "attach".
 - Enter the path to the document and click the "add" button.
 - Click the "Attach" button and send the email when document attaches